

GUIDELINES PRINTED ON REVERSE SIDE		<i>School Food Services</i> EQUIPMENT SCHEDULE				TYPE OF EQUIPMENT (Maintain separate schedule for each type) _____Food Service Cafeteria Equipment _____Vehicles				
Local Education Agency (LEA)				School						
Line Number	(A) Description List Name, Size or Capacity, Energy Source (I.E., Gas, Electricity, Oil, Steam, Gasoline, etc.) and Serial Number for Each Piece of Equipment.	(B) Month and Year of Purchase	(C) School's Acquisition Cost	(D) Annual Depreciation Allowance	(E) Monthly Depreciation Allowance	(F) Termination Date	(G) Deletions From Schedule			
							Sale	Storage	Age	Month and Year
TOTALS (This Page)										

Suggested Equipment Schedule Format

Equipment is defined as items costing \$1,000 or more per unit and items costing less than \$1,000 per unit that meet the following three criteria: (1) It is controllable. (2) It has a useful life of two years or more. (3) It would normally be repaired rather than replaced.

For records maintenance purposes this schedule will serve as a source document which for audit purposes should be retained for three years after the end of the Federal fiscal year in which the **last** deletion is made on the page.

The schedule should be prepared to reflect equipment in use by the school food service and should reflect all such items which are less than 12 years old, except light food transporting vehicles (empty weight less than 13,000 pounds) should be depreciated over a four-year period, and heavy food transporting vehicles (empty weight more than 13,000 pounds) should be depreciated over a six-year period.

Type of equipment should be indicated in the top right corner of the Equipment Schedule for all items on the page.

The addition of equipment items or vehicles to the schedule should be made only at the time of acquisition or upon the return to full use of items from storage. While equipment is in storage, it should not be depreciated. Items are to be listed when put into use. Show actual delivered-in-place cost.

- (A) - List each piece of equipment. Record serial number for each piece of equipment. Give energy source for each piece of equipment (gas, electric, oil, etc.).
- (B) - Show the date equipment was put into service. This is the date the life expectancy begins.
- (C) - List the school's net acquisition cost of the equipment (gross cost less trade-in allowance and federal cash assistance, if any.)
- (D) - Show the annual depreciation allowance obtained by dividing the school's acquisition cost (column C) by 12.
- (E) - Show the monthly depreciation allowance obtained by dividing the annual depreciation allowance (column D) by 12.
- (F) - Give the date of expected life termination. For example, a range going into service at 12-90 should have a life termination date of 12-2002.
- (G) - Checkmark the reason for the deletion(s) from the schedule and give the month and year of the deletion(s). Draw one red line through the acquisition cost amount of the item(s) being deleted.